# NOTICE OF AVAILABILITY OF FUNDS

by the
Employment Development Department
In Coordination with the
California Workforce Investment Board
on behalf of the
California Labor and Workforce Development Agency

# Workforce Investment Act Funds Serving Migrant/Seasonal Farmworkers Solicitation For Proposals



May 2006

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#### EMPLOYMENT DEVELOPMENT DEPARTMENT SERVING MIGRANT/SEASONAL FARMWORKERS SOLICITATION FOR PROPOSALS

#### A. Purpose

The Employment Development Department (EDD), in coordination with the California Workforce Investment Board and on behalf of the Labor and Workforce Development Agency (LWDA) announces a Solicitation for Proposal (SFP) to provide services to migrant/seasonal farmworkers. Workforce Investment Act (WIA) Governor's Discretionary 15 Percent funds in the amount of \$400,000 will be available under this SFP.

The purpose of this SFP is to select the most qualified applicant that demonstrates ability to assist migrant/seasonal farmwokers and their families in attaining greater economic stability either in the agricultural industry or in high-growth occupations. Only one applicant will be selected for this SFP.

## **B. Eligible Applicants**

The EDD is specifically targeting public, private non-profit and private for-profit organizations in California that have provided services to migrant/seasonal farmworkers through the National Farmworker Jobs Programs under Section 167 of the WIA or through WIA Discretionary grants administered by EDD.

## C. Timeline

Action	Date
Release of SFP	May 3, 2006
Proposals due by 3:00 p.m. Pacific Daylight Savings Time	May 18, 2006
Scoring and Evaluations	May 22 through 25, 2006*
Recommendations to the EDD Director and LWDA	May 30, 2006*
Applicant notified of funding approval	June 1, 2006*
Contract negotiated and processed	June 15, 2006*

<sup>\*</sup>All dates after May 22 are subject to change.

#### D. Funding

The use of funds awarded in this SFP is governed by the WIA and its associated federal regulations, State and federal directives, and federal Office of Management and Budget (OMB) Circulars. The WIA 15 Percent Project Requirements are contained in WIA Directive WIAD02-14.

A maximum of ten percent of the total project budget will be allowed for administrative costs.

#### **E. Submittal Instructions**

Proposals must be received at the address below no later than **3:00 p.m. on May 18, 2006**. **Late proposals will not be accepted**. Proposals may be submitted by mail, courier service or hand delivery.

The date or time on a postmark or other couriers' documentation is irrelevant to satisfying the submission deadline. All proposals, whether mailed, delivered by courier service, or hand delivered, must be received by the EDD's Workforce Services Branch (WSB) by 3 p.m., May 18, 2006. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.

Mail proposals to: ATTN: Farmworker SFP

Workforce Services Branch, MIC 88 Employment Development Department

P.O. Box 826880

Sacramento, CA 94280-0001

Send proposals by courier to: ATTN: Farmworker SFP

Workforce Services Branch, MIC 88 Employment Development Department

800 Capitol Mall, Room 2029 Sacramento, CA 95814

Hand deliver proposals to: ATTN: Farmworker SFP

Workforce Services Branch

**Employment Development Department** 

722 Capitol Mall, Room W1077

Sacramento, CA 95814

Because of the need for an original signature, proposals may not be e-mailed or faxed.

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#### F. Questions/Answers Website

In order to allow for timely and consistent responses to questions that potential bidders may have, we are implementing an electronic Question and Answer process. The process will be implemented in lieu of on-site bidders' conferences.

Questions must be submitted by e-mail to <a href="www.edd.ca.gov"><u>WIASFP@edd.ca.gov</u></a> and received no later than May 15, 2006. All answers will be posted on a flow basis at the following website, www.edd.ca.gov/wiarep/wiaspind.htm by 5:00 P.m. Pacific Daylight Savings Time May 16, 2006.

#### G. Required Proposal Content

All proposals must adhere to the required format and, in order to be competitive, must include all of the requested information and completed forms. Proposals must meet the minimum requirements listed below. **Proposals that do not adhere to these requirements will not be scored or considered for funding.** 

- Applicants may submit only one proposal for funding and must submit six complete copies of the entire proposal, and of those copies, two must have original signatures. In accordance with State policy, the organization's contract/agreement signatory authority or authorized designee as designated by the organizations' Board of Directors' Resolution must sign proposals.
- Applicants must complete a proposal narrative, limited to 10 pages, using the <u>Narrative</u> Form.
- Applicants must complete a Budget Summary Plan using the <u>Budget Form</u>.

## H. Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

Criterion	Points
Section I – Service Area Economic and Workforce Conditions	15
Section II – Target Population	10
Section III. – Planned Approach	20
Section IV. – Local Collaboration	15
Section V. – Past Performance	15
Section VI. – Goals and Objectives	15
Section VII – Budget and Match	10
Bonus Points: Non-WIA Cash or In-kind Match equal to or greater	5 bonus
than 20 percent	
Total Possible Points	105

The ranked score will serve as the primary basis for making recommendations for funding in conjunction with other factors such as uniqueness and innovative aspects of the proposal. After completion of the evaluation process, funding recommendations will be made to the EDD Director. The Labor and Workforce Development Agency, in consultation with the EDD Director, will make recommendations for final funding decisions.

Grant announcements are expected to be made prior to July 1, 2006.

#### I. Appeal Process

An appeal may be filed if a proposal has been disqualified for not meeting the minimum requirements. There is no appeal process for not meeting the proposal submission deadline. Final funding decisions cannot be appealed. The minimum requirements, which are listed in Part E of the SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring.

The EDD will mail disqualification letters to applicants no later than May 22, 2006. Any appeals must be received in the EDD office designated below by 4:00 p.m. on May 29, 2006. The appellant must submit the facts in writing. The review will be limited to the information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the SFP and any other pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal letter and the supporting documents to EDD's Workforce Services Branch. The Workforce Services Branch will respond in writing to the appeals by May 31, 2006. The review will be limited to determining whether the proposal met the minimum criteria of the SFP.

The appeal must be in writing with the appropriate signatory authority and submitted to the following:

Mail to: ATTN: Farmworker SFP Appeals

Workforce Services Branch, MIC 88 Employment Development Department

PO Box 826880

Sacramento, CA 94280-0001

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By courier to: ATTN: Farmworker SFP Appeals

Workforce Services Branch, MIC 88 Employment Development Department

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